

## Beginner Level Excel Shortcuts

<b>Custom Format y or yy</b>	Returns the two digit year
<b>Custom Format YYYY or YYYY</b>	Returns the four digit year
<b>Custom format d</b>	Returns the day number
<b>Custom format dd</b>	Returns the day number with a leading 0
<b>Custom format ddd</b>	Returns the abbreviated day of the week
<b>Custom format dddd</b>	Returns the full name of the day of the week
<b>Special Formatting</b>	For zip codes for phone number, SSN, etc
<b>#####</b>	The column isn't wide enough to show the entire number.
<b>#VALUE!</b>	There is an error in writing the formula (like you put a text string where a number is require)
<b>#NAME?</b>	The formula includes a function or range name that Excel doesn't recognize.
<b>#REF!</b>	The formula is referring to a cell that doesn't exist.
<b>#DIV/0!</b>	The formula is trying to divide a number by zero.
<b>ctrl z</b>	Undo
<b>ctrl y</b>	Redo
<b>F12</b>	Opens the save as dialogue box
<b>Absolute Reference</b>	\$A\$1
<b>Mixed Reference</b>	\$A1 or A\$1
<b>Relative Reference</b>	A1

<p>Quick Access Toolbar</p> <p>Drawing toolbar from old excel</p> <p>Exit out of Edit text box mode</p> <p>Can use the Advance filter to find unique values (The names of the different stores) = Chapter 4</p> <p>Can use the Advance filter to find unique values (Or you can copy the column heading and select the criteria you are looking for.)</p> <p>Can select non-contiguous data for a print range</p> <p>by using the control key and selecting the cells/areas you want to print.</p>	<p>Use dropdown menu to customize the quick access tool bar</p>
<p>Grouping</p>	<p>Under the data tab at far right. Highlight rows or columns that you want to group. When grouped a +/- will appear that allows you to make the visible or hide them</p>